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UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

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No. 026-A

Job Vacancy

April 1, 2005

OPEN TO: U.S. Citizens Eligible Family Members (AEFMs) –
All Agencies

POSITION: SECURITY ESCORT, FP-9*

OPENING DATE: Friday, April 1, 2005

CLOSING DATE: Open until filled

WORK HOURS: Intermittent

SALARY: *EFM : FP-9
(Position Grade: FP-9 is confirmed by Washington)
Duration of appointment: One year

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Bogota is seeking an Eligible Family Member (EFM) for employment in country for the position of Security Escort in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

The incumbent works within the security escort program for the RSO and performs the duties of security escort for personnel without a security clearance, performing maintenance and repairs in the controlled access area (CAA) of the chancery. This position will work directly for the DRSO. May perform clerical functions related to continuity of cleared American presence in a CAA.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: Completion of U.S. High school is required.
- B. Prior Work Experience: One year administrative experience is required.
- C. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required.
Level I (Elementary Proficiency) Speaking/Reading Spanish is required.
- D. Knowledge: In administrative management is required.
- E. Skills and Abilities: Incumbent must have good interpersonal skills and the ability to concentrate for long periods of time.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3. Successful candidate must be able to obtain a **Top Secret clearance**.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

- 1. Application for Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
- 2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
- 3. **Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.**
- 4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. **Applications will not be returned. Applicants should keep a copy for their files.**

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. Citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a Us Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad.

CLOSING DATE FOR THIS POSITION: OPEN UNTIL FILLED

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

US EFMS SECURITY ESCORT.DOC